



Human Resource Office U.S. Embassy Santo Domingo

ANNOUNCEMENT NUMBER: 15/21

OPEN TO: All Interested Candidates/All Sources

POSITION: Computer Management Assistant, FSN-9/FP-5

OPENING DATE: April 24, 2015

CLOSING DATE: May 11, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): RD\$731,568 p.a. (starting salary)
** (USEFM) Not-Ordinarily Resident (NOR): US\$50,883 p.a. (starting salary)
** (MOH) Not-Ordinarily Resident (NOR): US\$43,812 p.a. (starting salary)

***(This pay is only for Eligible Family Members (USEFM) and Member of Household (MOH) who are eligible for employment under the American USG pay plan)*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION – PLEASE INCLUDE COPY OF THE DOMINICAN LEGAL RESIDENCY PERMIT AND DOMINICAN CEDULA.

The U.S. Embassy in Santo Domingo is seeking an individual for the position of Computer Management Assistant for the Centers for Disease Control.

BASIC FUNCTION OF POSITION

The incumbent provides expert technical management of the operations of the LAN supporting 20 users, administration of user rights and access, file management services, and monitoring server systems logs to ensure proper operations. Controls and manages network access and connectivity to internet and CDC intranets. Manages server equipment, server system configurations, and troubleshoots connectivity issues. Sets up new received server or connectivity equipment and installs software packages appropriate for enterprise needs. Monitors system operations to ensure compliance with applicable security requirements and reports any problems. Maintains communications capacity through Voice over IP and Digital Video Conferencing technologies. Integrates computer support with epidemiologic and programmatic activities such as laboratory work. Provides technical support to implementing partners and the Dominican Ministry of Health for CDC sponsored program activities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: santodomingoresume@state.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. One year of college and diplomas on Installing and Managing Microsoft Exchange Server 2007 SP1; Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure and Configuring; Troubleshooting Windows Server 2008 Active Directory Domain Services; Planning for Windows Server 2008 Servers; Window server 2008 server administrator are required.
2. One year of progressively responsible work in computer science or at least one year experience in server management using MS Exchange Server is required.
3. English and Spanish level III (Good working experience) speaking/reading/writing; is required.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all other requirements).

4. Job holder is the in-country expert on all IT and communications technology issues, and must possess a broad range and in-depth understanding of all aspects of information technology, including communications systems, network systems, software programs, and data management systems. In addition to the technical expertise, job holder must have a thorough knowledge of CDC-Dominican Republic program activities in order to recommend the most appropriate information systems to colleagues and collaborators, and must be fully cognizant of CDC Atlanta and USG procurement policies for IT equipment. Job holder must also have a clear understanding of the external partner activities and policies in order to make appropriate recommendations to host country collaborators are required.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1 <http://eforms.state.gov/editdocument.aspx?documentid=2>.

<http://www.state.gov/documents/organization/136408.pdf>.

2. A current resume or curriculum vitae if available, **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Office of Human Resources

Attention: Yenni Ogando

e-mail: santodomingoresume@state.gov

POINT OF CONTACT

Yenni Ogando

Telephone: 809-368-7412

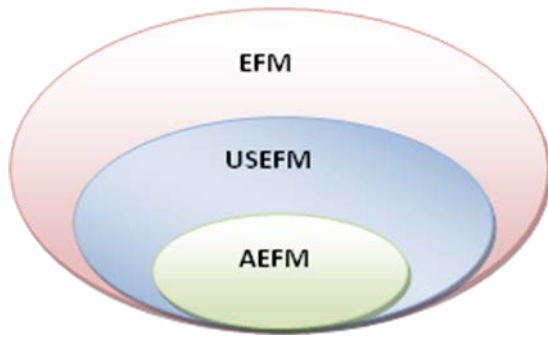
Fax: 809-368-7643

CLOSING DATE FOR THIS POSITION: May 11, 2015

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References